DIRECT DEBIT GUARANTEE

- If there are any changes to the amount, date or frequency of your Direct Debit, your bank or building society is required to notify us 10 working days in advance, subject to certain exceptions. You can cancel your Direct Debit at any time, unless we have agreed otherwise.
- If you have paid any amount when asked to do so by your bank or building society, you have the right to a full and immediate refund of the amount paid from the date you authorised the payment.
- Banks and building societies may not accept Direct Debit instructions for some types of account.

DIRECT DEBIT MANDATE

- Please complete in full. This form is required to set up a Direct Debit. Direct Debits are only accepted subject to the safeguards assured by the Direct Debit Guarantee.
- The signature(s) must be printed clearly, including your full name and address. If no bank/building society account number is given, please use the code "N/A".
- The reference number is your bank/building society account number.
- The instruction to your bank or building society to pay by Direct Debit will not be sent immediately. Your bank/building society will confirm receipt and the date your first payment will be debited.
- Please retain this form for your records.

THE BLUE GROSBEAK
from Mark Catesby’s Natural History of Carolina, Florida and the Bahama Islands

Hold in the Bodleian Libraries.
GIFT AID DECLARATION
UK taxpayers are urged to complete this declaration, which will increase the member’s contribution by 25% at no extra cost to the member.

I would like the University of Oxford Development Trust Fund, on behalf of the Bodleian Libraries, to treat this membership as a Gift Aid donation and any other donations I may make from the date of this declaration until I notify you otherwise.

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

Signature                                                                                                   Date

NOTES
1. If in the future the member’s circumstances change and tax is no longer payable on his/her income and capital gains equal to the amount of Gift Aid claimed, this declaration can be cancelled by the member.
2. If tax is payable at the higher rate, the member can claim further tax relief in his/her Self Assessment tax return.
3. Please notify the University of any change of name or address.

Please send your completed form to:
Membership Officer, Development Office, Bodleian Library, Broad Street, Oxford, OX1 3BG.